

WISHA Interim Operations Memorandum
Washington Department of Labor and Industries
#98-5-D
TECHNICAL TRAINING OF CURRENT WISHA STAFF

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WISHA Policy & Technical Services

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Background

The Department of Labor and Industries recognizes the value of a highly trained workforce in fulfilling its obligations under the Title 49.17 RCW, the Washington Industrial Safety and Health Act (WISHA). Training serves a variety of purposes, including maintaining and expanding the technical expertise of enforcement and consultation staff. In the recently approved Performance Agreement with the federal Occupational Safety and Health Administration (OSHA), the department agreed to ensure that WISHA staff receive a minimum of 40 hours of technical training related to their job duties each year.

This interim memorandum, which will remain in place until more formal guidance can be finalized, provides guidance regarding WISHA technical training and the fulfillment of the 40-hour requirement.

Policy

1. Each WISHA employee is expected to receive at least 40 hours of technical WISHA training each year.
 - a. All courses assigned a course number by the WISHA Internal Training Administrator within WISHA Services, regardless of the course provider, will be counted toward the 40-hour requirement.
 - b. Courses provided by staff from or arranged through WISHA Policy & Technical Services for which a course number has not been assigned (usually single-subject refresher courses in staff meetings or similar forums) will normally be counted toward the 40-hour requirement, subject to review by the WISHA Internal Training Administrator.
 - c. Courses provided by the OSHA Training Institute, the OSHA Training Center, OSHA Region X, Oregon OSHA, or the University of Washington Department of Environmental Health will normally be counted toward the 40-hour requirement, subject to review by the WISHA Internal Training Administrator.
 - d. Courses provided by other sources (or by special arrangement and/or contract with any of the organizations listed in 1-c above) will count toward the 40-hour requirement only with the *prior* approval of the WISHA Internal Training Administrator, in consultation with WISHA Policy & Technical Services (P&TS). Exceptions to the requirement for prior approval may be made in exceptional circumstances on a case-by-case basis, and may be made only with the approval of the program managers for WISHA P&TS and for Training & Outreach.

2. WISHA supervisors and managers are responsible for identifying training needs and ensuring that staff attend WISHA technical training appropriate to their current and future job responsibilities. The WISHA Internal Training Administrator is available to assist regional supervisors in conducting such individual needs assessments (regional training coordinators are also available to provide such assistance).
3. The WISHA Internal Training Administrator is responsible for ensuring that sufficient courses of appropriate content, quality and variety are available to enable all staff to meet the 40-hour technical training goal. The WISHA Internal Training Administrator is also responsible for working with regional supervisors, WISHA P&TS and others to identify appropriate courses for internal development or purchase. He or she also should work with regional supervisors and managers and regional training coordinators to identify suitable course providers to meet individual WISHA training needs that are not sufficiently widespread to justify developing or purchasing a WISHA course.
4. Actual training costs of statewide WISHA technical training will be paid by WISHA Services. Travel reimbursement and staff compensation are the responsibility of the region or program for whom the particular employee works.
 - a. All courses assigned a course number by the internal training staff within WISHA Services, regardless of the course provider, will be provided without direct cost to the region or program (in the case of outside providers, costs will be negotiated with the provider and paid by WISHA Services).
 - b. Courses provided by staff from or arranged through WISHA Policy & Technical Services for which a course number has not been assigned will be provided without direct cost to the region.
 - c. Courses provided by the OSHA Training Institute, the OSHA Training Center, OSHA Region X, Oregon OSHA, or the University of Washington Department of Environmental Health will not be absorbed by WISHA services unless they have been assigned a course number and handled in accordance with 4-a above.
 - d. The costs of courses provided by other sources and not arranged through WISHA Services are the responsibility of the program or region that arranged the training.
5. When insufficient space is available to allow all interested parties to attend, the WISHA Internal Training Administrator will, in consultation with the regions, determine priority based on job classification, the need to ensure appropriate regional distribution and balance between consultation and compliance, and any other factors appropriate to the particular course.